



CITY OF ATLANTA

Job Announcement

CONTRACTING OFFICER, SENIOR

STARTING SALARY: \$44,762**
Salary Grade: 24

Applications Accepted From: January 12, 2004 until vacancies are filled or until January 23, 2004

Our office will be closed on Monday, January 19, 2004 in observance of Dr. Martin Luther King, Jr. Day.

Minimum Job Requirements *

Applicants for this position must have a bachelor's degree in Business Administration, Public Administration, or related field; and, three years of progressively responsible management experience in the procurement of and contracting for goods and services; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Duties of the Job:

The purpose of this job is to develop and implement programs that ensure compliance with City, State, and Federal laws that govern procurement. Duties include, but are not limited to the development of purchasing procedures; coordination and planning of projects; procurement of construction services and professional consultant services; development of appropriate project documents; management of project schedules and standards; supervision of staff; negotiation of prices, terms, and conditions for City contracts to secure a variety of goods and services; review/evaluate purchase requests received from user agencies with respect to reasonableness, necessity, quality, cost, location, and delivery of needed services.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION.

THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.

*Verification required prior to appointment.

** POSTED SALARY PENDING FINAL APPROVAL OF THE 2004 BUDGET.